

POSITION DESCRIPTION

PD Tracking Number WW0Y631

Series, Title and Grade 0802 Supervisory Mechanical Engineering Technician GS-13

Department National Capital Region (NCR)

Introduction Statement

This position description is designated with a Cybersecurity Data Element Code 000, based on the requirements in the November 2, 2016 version of the NICE Cybersecurity Workforce Framework.

Position Sensitivity and Public Trust: Non-Sensitive, Moderate Risk, Tier 2, per designation 12-6-2022

CONDITIONS OF EMPLOYMENT

Position requires incumbent employee to submit a Financial Disclosure Statement, OGE 450, or Executive Branch Personnel Confidential Financial Disclosure Report, upon entering the position and annually.

The position requires immediate COR certification of a level one if not already completed and completion of a COR II certification within one year. Existing COR II is preferred.

This position requires the candidate to be reached during non-assigned working hours, with a reasonable expectation, in order to facilitate the running of the FRC campus that operates 24 hours a day, seven days a week. Incumbent is subject to being called at any time for emergency situations involving buildings managed.

An essential employee is one designated to report to, or remain at work in emergency situations, such as hazardous weather conditions, to protect life, safety, health or property. Dismissal or closure announcements do not apply to essential employees. They must report to or remain at work, unless otherwise directed by their supervisor.

INTRODUCTION STATEMENT

As the Supervisory Mechanical Engineering Technician, the incumbent is in charge of administration and operation of project management, project negotiations, inspection programs, and updating of mechanical/electrical schematics and drawings for various projects. Incumbent supervises a staff of senior and professional level mechanical engineering technicians and or equipment specialists. The incumbent assigns work to associates considering priorities, difficulty of assignments, and capabilities of employees. Ensures that an adequate amount of work is accomplished and that acceptable quality levels are maintained. Reviews, accepts, rejects and amends work products of associates. Applies all administrative and personnel management procedures in supervising the staff. The incumbent receives very general guidance on overall objectives and critical issues from the Building Management team. Work is assumed to be technically correct and requires only a cursory review.

The incumbent will be required to act as one of the Contracting Officer's Representative's (COR) on the contract administration team that administers the Operations and Maintenance and Energy Savings Performance Contracts. In this role the incumbent will oversee the quality assurance program over contractor repairs and maintenance activities. COR duties also include receiving and reviewing contract deliverables, actively participating in weekly progress meetings, coordinating access and utility outages between GSA, the O&M and the customer. The role also requires input and development of Contractor Performance Assessment Ratings into the CPARS database annually.

Duties involve substantive interaction with other PBS programs.

Major Duties

Maintains strong customer relations and communications with customers both external and internal to GSA. Examples of customers include personnel in other GSA services, Service Center Teams, GSA and

private sector Building Managers, GSA Finance and Payroll, personnel in the National Office or other GSA regions, contractors and vendors, private sector individuals, and client agency tenants. Effectively responds to customer inquiries and resolves customer complaints. Creates a relationship with customers that builds trust and exhibits a positive, caring and professional attitude. Communicates with customers regularly, effectively, and proactively to ensure that the end product or service meets the customer's expectation. Collaborates with customers to understand their requirements, and be easily accessible to the customer. Works to improve customer satisfaction, as measured by national/regional measurement tools.

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Manages and administers overall operations for planning and estimating services, project management, and interactions and communications with customers - building managers, tenants, and Service Center officials. Ensures planning and estimating assignments are performed in accordance with pertinent policies and guidance, contract specifications manufacturers' specifications, local and national building codes and applicable GSA regulations. Oversees the analysis of work requirements, preparation of specifications, drawings, sketches and estimates of costs. For projects, assists in coordinating resources, coordinating with the customer, tracking time and material costs and scheduling for maximum efficiency.

Oversees the inspection activities of work performed under construction, minor repair and alterations, preventive maintenance (PM) services of building support equipment and custodial services through automated systems. Ensures inspection schedules are coordinated with contractors' building operating plans and are performed in accordance with PM guides and Maintenance Work Inspector Desk Guide. Prepares written reports of all inspections including required workload reports and for individual inspections, reports on the findings, location, nature, extent of deficiencies and major items of materials required to correct them.

Reviews computer maintenance records system (Maximo NCMMS) for proper documentation and timely completion by subordinates and the O&M contractor. Utilizes this system to document contractor performance via contract performance inspections.

Responsible for ensuring scheduled and random inspections of PM services, Service Calls, Service Requests and repair actions are carried out in a timely manner to assure the reliability of equipment and O&M and custodial contractors adherence to contract requirements.

Prepares reports regarding effectiveness of operations. Periodically reviews and updates existing operational procedures and recommends any changes to project estimation and inspection program activities. Recommends changes to inspection procedures to maintain desired level of confidence in the oversight responsibilities for efficient, reliable, and safe building operations.

Responsible for developing and coordinating training programs for personnel. Updates manuals for operating procedures. Organizes and holds training classes on safety issues, and maintenance of various pieces of equipment.

Responsible for updating and revising various mechanical, electrical, and controls schematics and drawings. Maintains drawings library.

Provides direction to employees on substance abuse and safety related labor relations matters.

Provides input to building managers on related areas such as cleaning and housekeeping, pest control, landscaping, structural repairs, trash removal, painting of equipment, delivery and storage of fuel and

security. Coordinates with other Public Buildings Service organizations in the proper implementation of these programs.
(Approx. 75%)

Supervisory Duties. Assists in planning the work to be accomplished by associates and approves final work schedules. Determines priorities and prepares schedules for the completion of work. Reassigns staff as necessary to accomplish required work.

Assigns work to associates considering priorities, difficulty of assignments, and capabilities of employees. Insures that an adequate amount of work is accomplished and that acceptable quality levels are maintained. Reviews, accepts, rejects and amends work products. Tracks the time associated with various tasks. Verifies reports of hours worked on a daily summary.

Manages the daily routine, basis using in-house resources. Identifies training and developmental needs for associates; provides on-the-job training and arranges for employees to receive formal training as required. Provides instruction and advice to employees on work problems and administrative matters. Recommends promotion, reassignments, and similar personnel actions, and provides information concerning employees' performance. Hears and resolves complaints from personnel under his/her supervision. Initiates minor disciplinary measures such as warnings and reprimands and recommends action in more serious cases.

(Approx. 25%)

Factor Levels

FACTOR 1. PROGRAM SCOPE AND EFFECT. LEVEL 1-3, 550 POINTS

The incumbent has program management responsibility for providing technical and management support to facilitate the operation. The incumbent must quickly and correctly solve scheduling and resource allocation problems, interacting with a number of customers.

Provides planning and estimating and inspection services to government-owned and government-leased buildings throughout Washington DC.

FACTOR 2. ORGANIZATIONAL SETTING. LEVEL 2-1, 100 POINTS

This is a position that is two or more levels below the first SES position in the supervisory chain.

FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED. LEVEL 3-2, 450 POINTS

The incumbent plans work to be accomplished by subordinates, sets and adjusts short-term priorities and prepares schedules for completion of work; assigns work based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of employees; evaluates work performance of subordinates; gives advice, counsel or instruction to employees on both work and administrative matters; interviews candidates for positions in the unit; recommends appointment, promotion or reassignment to such positions; hears and resolves complaints from employees, referring group grievances and more unresolved complaints to a higher level supervisor or manager; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; approves leave; develops performance standards, and ensures the maintenance of safe working conditions for subordinates.

FACTOR 4. NATURE AND PURPOSE OF CONTACTS

FACTOR 4A. NATURE OF CONTACTS. LEVEL 4A-2, 50 POINTS

Contacts managers, supervisors, and staff of program, administrative, and other work units and activities

throughout the NCR. Incumbent also has outside contact by agencies who lease GSA space; private sector consultants, manufacturers, suppliers that repair equipment, maintenance and repairs; professional engineering.

FACTOR 4B. PURPOSE OF CONTACTS. LEVEL 4B-3, 100 POINTS

Meets with tenant agency officials to ensure that services are being properly provided. Meets with manufacturers, consultants and technical experts to obtain and analyze information to be used in support of planning and estimating services.

FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED. LEVEL 5-6, 800 POINTS.

The highest grade that best characterizes the nature of the basic (mission oriented) nonsupervisory work performed or overseen by the organization directed and constitutes 25 percent or more of the workload (not positions or employees) of the organization. is at the GS-12 level.

FACTOR 6. OTHER CONDITIONS. LEVEL 6-5, 1225 POINTS

Incumbent is responsible for the coordination and integration of technical and administrative work comparable in difficulty to the GS-12 level.

POINTS TOTAL: 3275

POINT RANGE: (3155-3600) = GS-13

FLSA EVALUATION

Executive Exemption:

Met - Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND

Met - Customarily and regularly directs 2 or more employees, AND

Met - Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Conclusion: Exempt

Position Classification Standards Used

Engineering Technician Series, 802, May 2007

General Schedule Supervisory Guide, June 1998